



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON SCHWEINFURT
CMR 457
APO AE 09033

IMEU-SWF-ZA

20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #2-2, Awards and Decorations

1. Reference:

- a. AR 600-8-22, Military Awards
- b. IMA Europe Policy Letter #16, Military and Civilian Awards
- c. USAG Schweinfurt Military and Civilian Awards SOP

2. Purpose: To establish policy governing military and civilian awards and decorations within the USAG Schweinfurt.

3. Policy: We will consider an award for every person assigned to this command prior to his/her departure. We will also recognize personnel with awards for specific achievements and for sustained superior performance. We will recognize deserving USAG Schweinfurt personnel for their service prior to their departure, and for their achievements within 10 days after the meritorious act.

4. General:

a. We award decorations in recognition of heroism, meritorious achievement or meritorious service. There is no limit on the number of service awards during a tour. Soldiers who receive an award before an in-theater permanent change of station can receive another award at the end of the next assignment; however, do not base the award on the previous assignment.

b. Decorations recognize achievements of personnel who have significantly contributed to the readiness or effectiveness of a unit or organization, or have made notable contributions to the morale or esprit de corps of units or organizations. Consider exceptional command or leadership of a crew, team, section, squad, or similar unit as meritorious achievement or service.

c. The decision to award an individual a decoration and the decision as to which award is appropriate are both subjective decisions made by the commander having award approval authority. Do not base awards for meritorious achievement or service on the rank of the recipient. The award recommendation must reflect both the

This Policy Memorandum supersedes Policy Memorandum #2-2, dated 14 Sep 04, and remains in effect until superseded or rescinded.

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individual's level of responsibility and his or her performance. The degree to which an individual's achievement or service enhanced the readiness or effectiveness of his or her organization is the predominant factor.

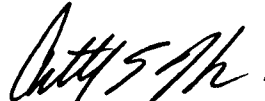
d. No individual is automatically entitled to an award upon departure from an assignment. Certificates of Achievement or Letters of Commendation or Appreciation are appropriate means to recognize departing personnel.

e. Do not recommend individuals for awards for whom the commander has suspended favorable personnel actions during the period of the suspension.

f. All leaders will ensure the appropriate, effective and consistent use of the various types of awards available.

5. The POC for military and civilian awards administration is the USAG Schweinfurt Directorate of Human Resources S-1 at 354-1550/1770.

"Pride, Professionalism, Teamwork"



ANTHONY E. HAAGER
LTC, QM
Commanding

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